

Important Information about Security Rosters

Agency: Energy, Labor & Economic Growth

Every security company must submit a roster of employees for each quarter of the year. Failure to submit the roster shall result in suspension of the company's license. Quarterly roster forms can be found under the Forms and Publications tab on the right hand side of the previous page. The roster form is now available with fill in fields and can be mailed or faxed in each quarter.

Mailing address:
Bureau of Commercial Services
Attention: Licensing Division
PO Box 30018
Lansing, MI 48909

Fax:
(517) 373-2162

MCL338.1067(17)(3) A licensee shall keep and maintain in this state adequate and complete personnel information on all persons employed by him or her. A complete employee roster in a manner described by the department shall be filed with the department by each licensee on a quarterly basis. The rosters must be filed with the department by April 15, July 15, October 15, and January 15 for the preceding quarter. Failure to submit accurate rosters shall be cause for suspension of the license. A renewal application shall not be processed if the quarterly roster has not been received for each quarter of the preceding 2-year license period.